

STAT

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Dear Bill:

Now that our first unit is deployed, it is expected that it will be necessary for you to send certain personnel overseas on TDY trips to handle your Company's responsibilities in connection with our activities. We, therefore, wish to emphasize the procedures under which this TDY movement may be most expeditiously accomplished.

In order that personnel gain access to the scene of our activities this Headquarters must provide them with suitable orders and personal identification. It will be necessary that each individual have in his possession a valid passport; immunization record (International Health Card) attesting to completion of immunizations for smallpox, typhoid, yellow fever and tetanus; and the above mentioned documentation. We should, therefore, like to be advised as soon as possible of all TDY trips which may be necessary for your personnel. It should be emphasized that we should receive advice in Headquarters of such trips at least 21 days in advance for those personnel who do not now have a passport, and at least 14 days in advance of the date of departure for those personnel who already have valid passports.

The information that we would need consists of:

- The individual's name.
- His home address and telephone there.
- His position in your Company (Engineer, Admin Officer, etc.).
- His proposed itinerary.
- The length of stay at our installation.
- The purpose of the trip.
- Names of specific individuals who should be available for discussions with the traveller during his visit to the installation.

Upon receipt of the above information, we will initiate a request to our Unit to make suitable reservations for billeting at the scene of our activities, and we will also furnish your traveller with information concerning means of contacting our activity once the traveller has arrived overseas. Transportation reservations for the overseas portion of the itinerary will be made by this Headquarters.

We certainly hope by this procedure to smooth the path for necessary trips by personnel of your organization who may be required to support our activities overseas, and if there are any points raised herein which need clarification, please advise us at your earliest convenience.

Distr: 1A2 - Addressee (Hycon)

Sincerely,

3 - RMB

4 - GFK

5 - Admin (Hycon)

6 - Pers (Det A)

7 - Chrono

8 - Reading

RMB/ht

STAT